

# FASTER

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Functional Area Sponsor Training, Everything Reduced



# IGMC Inspection Philosophy

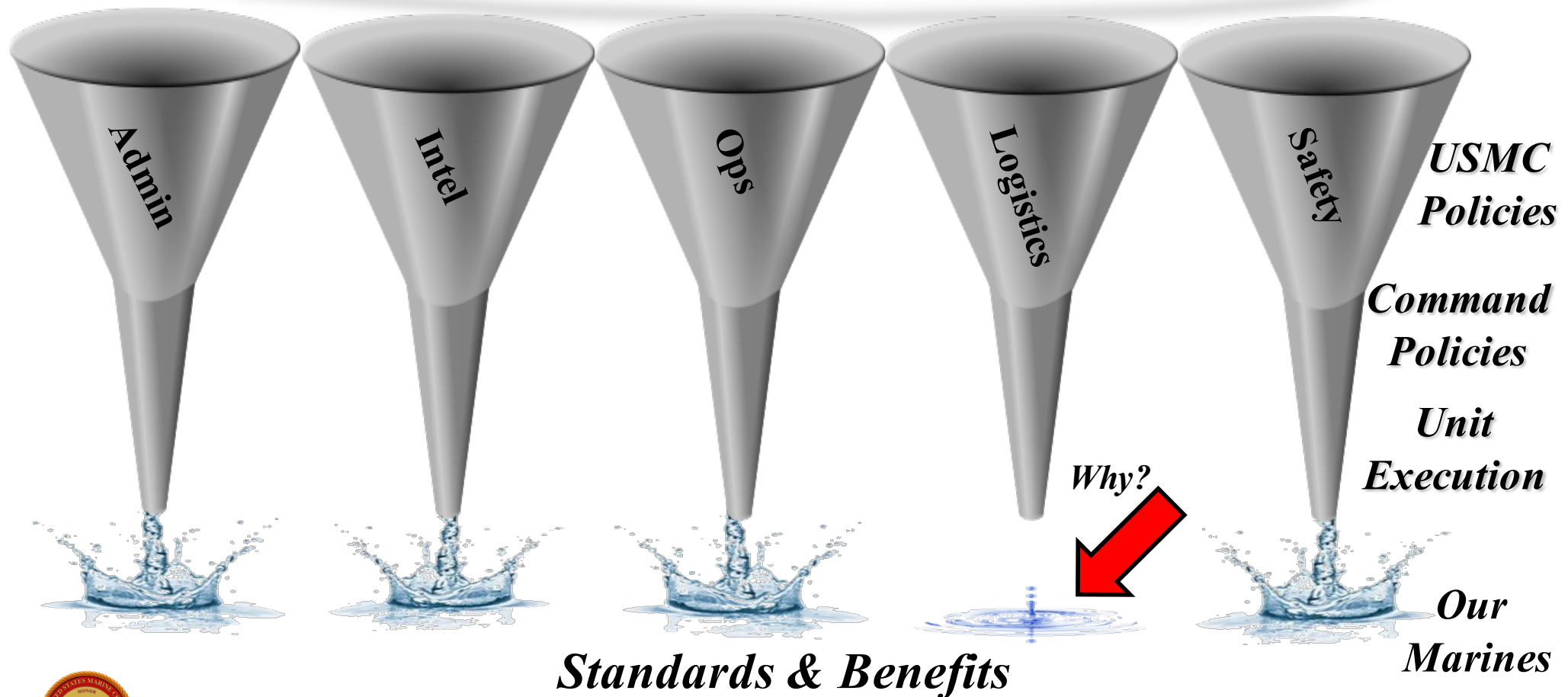
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1. Expect excellence and accept no less through consistent, independent, impartial, and professional inspections.
1. Add value through instructional based inspections of relevant and meaningful areas.
2. Assess holistically but measure against well established and known standards.
3. Provide accurate, straightforward, and candid results while maintaining focus through the corrective actions and verification.
4. Respect and never usurp the authority and responsibilities of command.



# Why IG Inspections are Required

## Department of Defense *Resources & Concerns*



# Finding the Root Cause

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The most common reason Functional Area Managers fail inspections

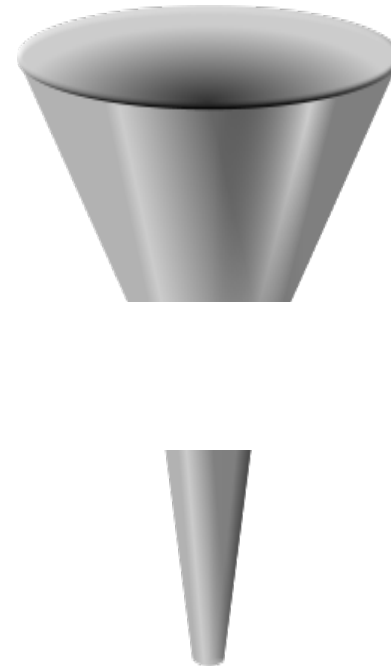
**Don't**  
Know/Forgot



**Won't**  
Poor Attitude



**Can't**  
Resources/Policy

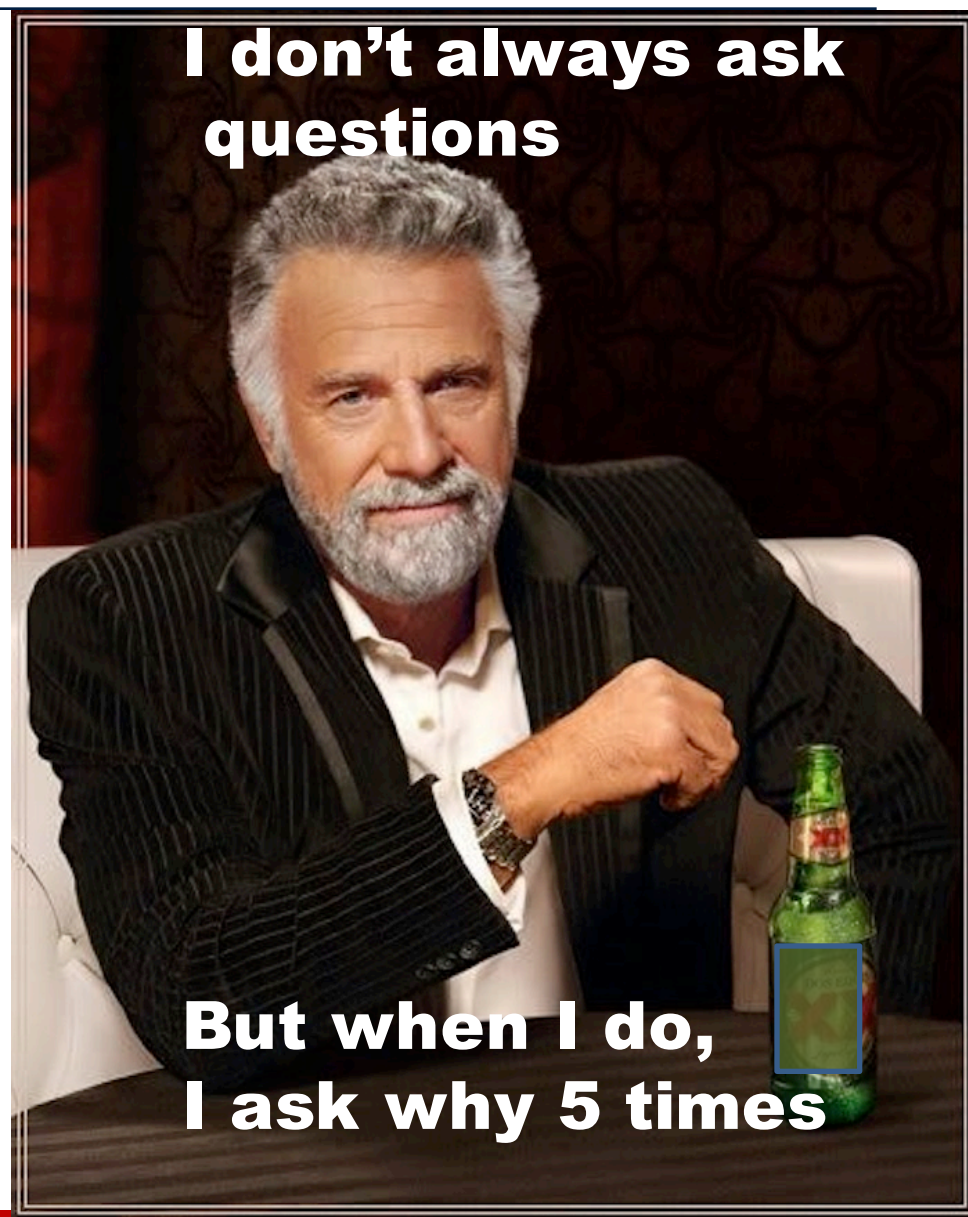




# Root Cause Analysis

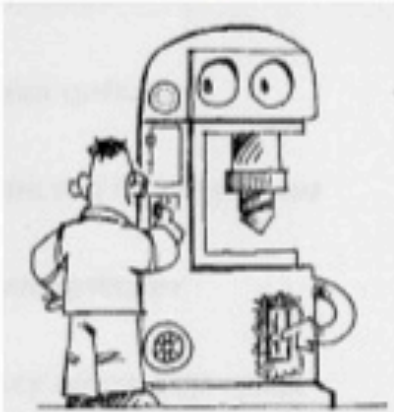
The ***Five Whys*** is one of the most commonly used systems analysis tools. It is a simple and methodical way to identify the root cause of an issue.

The real value of the process is that it drives you to find and solve the underlying cause of the issue not just the obvious symptom.



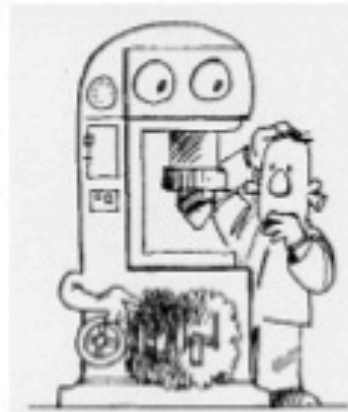
# The Root Cause Drill

1



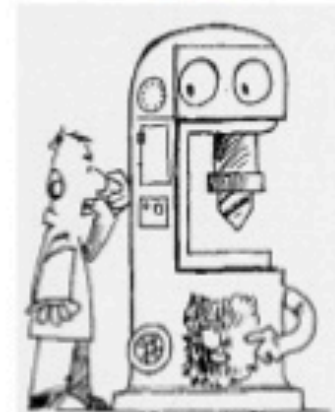
Q : **WHY** has machine stopped ?  
A : Overload tripped out

2



Q : **WHY** overload trip ?  
A : Insufficient oil on shaft

3



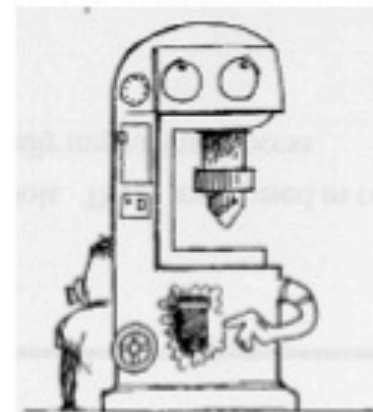
Q : **WHY** Insufficient oil ?  
A : Oil pump is inefficient

4



Q : **WHY** is pump not efficient ?  
A : Pump drive shaft worn

5



Q : **WHY** is the pump shaft worn ?  
A : Oil filter is blocked by metal scrap



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# What is a “Commander”?

The IGMC default answer is the Commander of a USMC Unit.

Board Screening

Board Slated

Commandant Approved



Your checklist must reflect your Order




# Share your Functional Area Concerns!

IGMC Website already presents Commands and CIGs a list of all the commonly seen reasons for inspection failures.

Functional Area Sponsors only have to email the Inspection Division to have their concerns listed on the website.



SUB

**Common Findings that result in Functional Area and Command failures**

030 Hazing Prevention and Response:

- Commands are not publishing procedures detailing hazing program execution.
- Commands are not ensuring both victims and witnesses are advised of advocacy services.
- Commands are not reviewing the DEOCS for potential reports of hazing.
- Commands are not providing case related information in a timely manner to the EOA.
- Commands are not ensuring all personnel are being trained on the unit's hazing policy and procedures.

062 General Admin:

- Annual Leave, Marines are checking out/in on leave at 1201.
- The Leave and Liberty Order allows for a 1201 departure only if the individual is traveling outside the local area via POV.
- Unit orders are written in compliance with the order, but not managed within the command.

066 Promotions:

- Commands are not researching and aggressively resolving zero composite scores. As a result, junior enlisted Marines are not being promoted on-time.

100 Postal Affairs:

- Delay of mail, commands are not delivering mail on a daily basis and or holding mail without proper documentation, e.g., leave papers, TAD.
- There are no chain of receipts (proof of delivery) for accountable mail from the mail clerk to an authorized agent designated, in writing, by the Commanding Officer.

190 Military Equal Opportunity:

- Commands are not publishing procedures detailing MEO program execution.
- Commands are not documenting the results of visual inspections of all workspaces.



# Checklists should Guide

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Your Checklist  
should show the  
Commander his  
the lane,  
the river's edge, &  
the obstacles...



# Staffs support not supplant Commanders

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While Checklists are meant to guide, they are a tool for evaluation.

Inspectors follow Checklists,  
Commanders follow Orders



# Quality Checklists Elements

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1. Is the element applicable?
2. What are you trying to prove?
3. Will the element produce evidence?
4. Does the element have a clear “tipping point”
5. Can the inspected truly influence the element?
6. Is it a standard that can be verified?
7. Is it addressing a known & established standard?
8. Is the element meaningful and relevant?
9. What is the, *So What?*
10. Is the element a *Gotcha?*





# USMC Guidance on Checklists

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The NAVMC 5040.6H, Marine Corps Readiness Inspections and Assessments, Directs that FAC serve to:

1. Outline the *general elements needed* for day-to-day administration and operations.
2. *Provide guidelines* for internal evaluation.
3. *Provide standardized criteria* for the conduct of an inspection.



# USMC Guidance on Checklists

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Additionally, the 5040 states, “Although *not all encompassing*, checklists are intended to provide commands with *basic guidelines* necessary to perform *day-to-day administration and operation*.”

Is your Checklist required?

Would a Checklist add value?

Would checklist visibility add value?

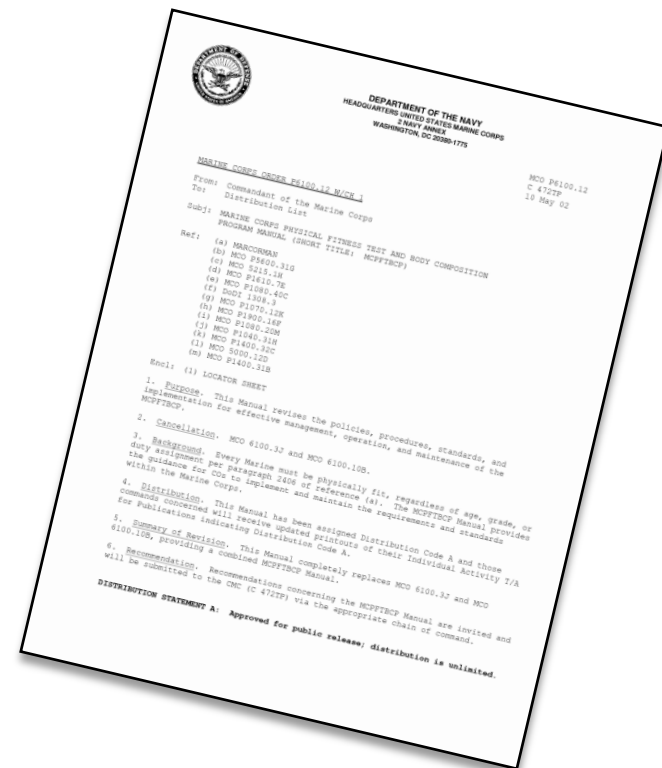
***The answers to each FAC question must produce:  
Sufficient evidence to compel a Subject Matter Expert in their  
assessment of the FA’s efficiency, effectiveness, and integrity.***



# The 4D Approach

## Directives

- Has the command approved and published programs, policies, plans, and appointment letters as set forth in the Orders?
- Do the directives honor and address the unique character and challenges of the command?
- Are appointment letters
- correctly formatted and current?





# The 4D Approach

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## Documentation

- Has the command retained all the required documents to prove the FA was executed correctly in the past?
- Are the required records on file?  
Have extraneous records been disposed of properly.
- Does the command retain documents to include past reports, records, and required training?



# The 4D Approach

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## Demonstration

- Is the command executing the current requirements of the FA?
- What is the actual observed condition of the FA?
- Do all the benefits and standards of the FA extent to all personnel in the command?
- These questions actually test and verify the command's programs, policy, and plans.



# The 4D Approach

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## Durability

- What is the reasonable expectation for future success of the FA?
- Does the command process the required judgment and depth of knowledge?
- Is the program free of single points of failure?
- Will the FA be resilient and enduring?
- How will the FA be successful when new personnel assume responsibility for FA management?





# The Tipping Point for an Inspection

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**Does sufficient evidence exist to compel an expert in the field to believe the program existed in the past, is effective now, and will be effective in the future?**

Can you sleep at night with your assessment?

What would the Commandant Think?



# Checklist Improvement Procedures

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Functional Area Checklist Management and Processing System (FACMAPS & SharePoint) will no longer be utilized.

Boilerplate will be hung on Admin page of IGMC Website

FAC reviews will be annual and submitted to the IGMC Organization Mailbox ([orgmb\\_igmc\\_admin@usmc.mil](mailto:orgmb_igmc_admin@usmc.mil)).

Your new improved Checklists must be submitted 4 - **15 Jan 2016**

OOB 19 January

FACs will be published to the IGMC's Website for the Commanders' Conference first week of February 2016



# New Checklist Format

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FAC naming IAW Standard Subject Identification Code (SSIC):

001 will now be “5040 Command Inspection Program”.

040 will now be “1040 Career Planning”.

FAC questions (limited to 99 per section):

001 01 will now be “01” (Subsections).

001 01 001 will now be “01 01” (Questions).

Word Document/Arial Font/12 Point.

“Reference” abbreviations IAW the IRAM (MCO P1070.12K).

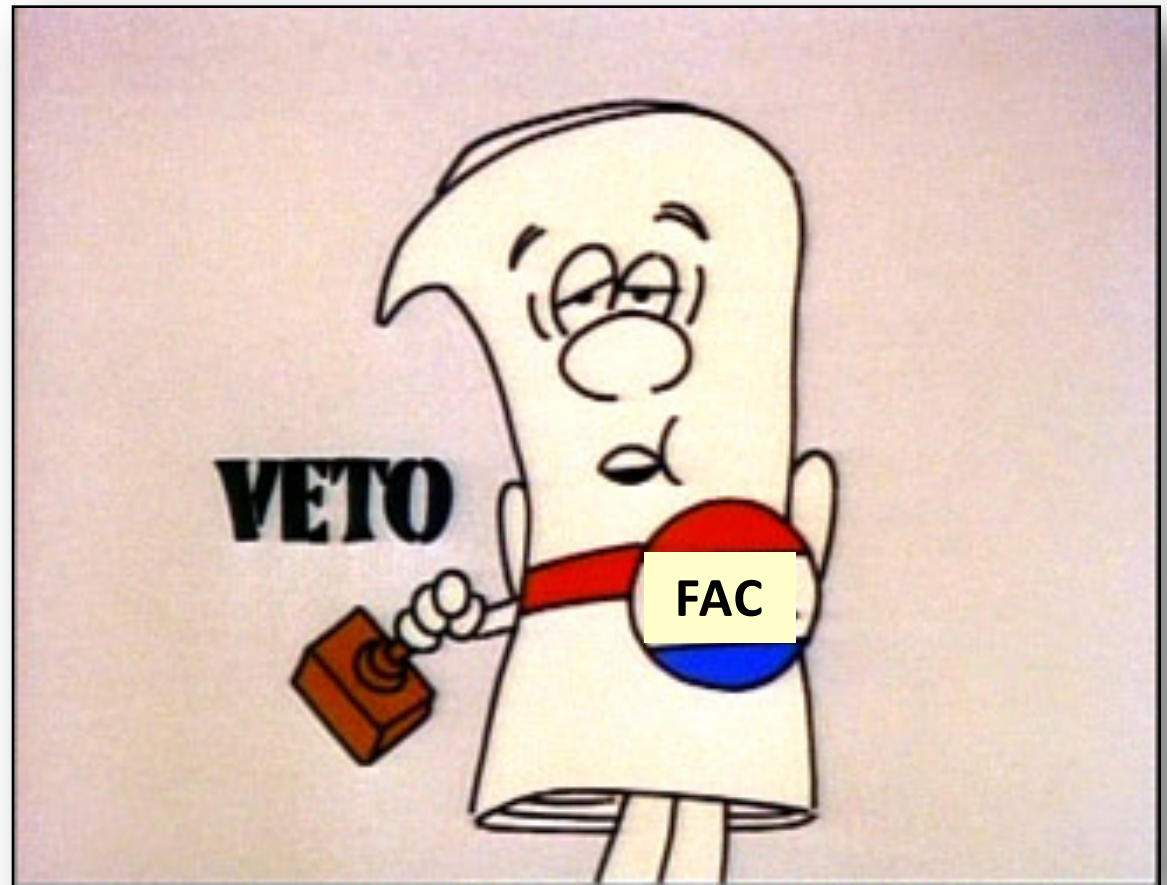




# IGMC Approval of FAC

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- Functional Area Sponsors own their Checklist IGMC only hosts on our website and uses them as the foundation of our independent, impartial, and professional inspections.
- FAS responsible for:
  - Content
  - References
  - Support
  - Annual Review
- IGMC will:
  - Review and
  - Approve
  - *Line Item Veto...*



# Checklist Lockdown



IGMC Website is the repository for all IG Checklists. ALL IGs and FAMs rely on this checklists.

After the approval process the checklist will be locked down for a year.





# Lockdown Exceptions

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- Commandant Directed
- Congressional Mandates, or changes thereto
- Prime Directives changed and it significantly affects checklist
- Significant Complaints from the Commands or CIGs
- New Functional Areas\*



# *Future '16 Checklist Life Cycle*

**September**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# IGMC Symposium FAST

# FAS Review Updates

# IGMC

## Admin Division

### Formatting

IGMC  
Inspections Div  
Approval





# Points of Contact

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